### MACS Medals of Excellence: Rubric

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Outstanding (4)</th>
<th>Exceeds Expectations (3)</th>
<th>Successful (2)</th>
<th>Limited (1)</th>
<th>Not Displayed (0)</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Scholarship</strong></td>
<td>A+ Average</td>
<td>A Average</td>
<td>A- Average</td>
<td>B+, B Average</td>
<td>B- Average</td>
<td>30%</td>
</tr>
<tr>
<td><strong>Service &amp; Involvement: University and Community</strong></td>
<td>Consistent, unambiguous, participation in a range of activities that benefit both the community and university</td>
<td>Unambiguous participation in multiple activities that benefit either the community and university, but lacking consistency or balance</td>
<td>Limited participation in more than one activity that is possibly irregular, unbalanced, or inconsistent</td>
<td>Sporadic or ambiguous participation in activities of benefit to the community or university, usually only a single activity</td>
<td>No evidence of involvement in extra curricular activities</td>
<td>30%</td>
</tr>
<tr>
<td><strong>Leadership</strong></td>
<td>Multiple long-term leadership roles</td>
<td>Multiple leadership roles, at least one is long-term</td>
<td>A single, long-term demonstration of leadership or multiple short-term demonstrations</td>
<td>A single, short-term, limited demonstration of leadership</td>
<td>No evidence of leadership</td>
<td>20%</td>
</tr>
<tr>
<td><strong>Professional Activities</strong></td>
<td>Consistent demonstration of multiple professional activities</td>
<td>Multiple identifiable contributions, or a single significant professional activity</td>
<td>Multiple activities with limited participation or one activity with a clearly identifiable contribution</td>
<td>One limited professional activity</td>
<td>No identifiable professional activities</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Communication</strong></td>
<td>Consistent and noticeable visibility to multiple groups or via multiple channels, activities that are seen by a very large audience</td>
<td>Noticeable visibility to a larger group on a singular basis, or consistent visibility, possibly via multiple channels, to smaller audiences</td>
<td>Consistent visibility to a single small group or limited visibility to a large group</td>
<td>Limited visibility to a single group/audience</td>
<td>No visible presence to any audience</td>
<td>10%</td>
</tr>
</tbody>
</table>
Explanation of Criteria

These criteria are meant to identify well-rounded students that know how to balance their personal, social, and academic lives. While paid employment is typically not considered, exceptions may be made by the selection committee when the employment is of benefit to the university (e.g., TA positions), of benefit to the community (e.g., working for a non-profit organisation), or positions that display communicative and leadership skills (e.g., an editor of a newsletter or a management position).

Service & Involvement: Participation in activities that support, benefit, or contribute to a positive atmosphere within the university or community such as sports teams, clubs, organisations, TA positions, tutoring, etc.

Leadership: Activities that provide direction for an organisation, mentorship, committee roles, managerial roles (including paid roles), parenting, or other activities that provide a clear role-model for others (i.e., leadership by example).

Professional Activities: Things that are supportive or of benefit to the computing community such as membership in the IEEE or ACM, contribution to open-source projects, participation in coding events

Communication: Publishing, media interviews, blogging, speaking engagements, and other forms of public presentation (e.g., dance performance, playing in a band)

Notes

1. We do not want to penalise parents who have duties to their family and decreased time available; as compensation, we consider the raising of children as a leadership activity.
2. Long-term refers to activities that last more than one academic term.
3. Some activities may garner points in two areas such as running a student chapter of the ACM which is both a leadership and a professional activity.
4. A large audience is more than 100 people or a book/channel with a modest readership/attention outside of a restricted group; a very large audience is more than 1000 people or highly visible book/channel of a public or prestigious nature.
5. No nominee shall receive an award if they have been convicted of an academic, criminal, or civil offense during the period of consideration for the award. That is, they should demonstrate integrity, professionalism, honesty, and ethics while at Dalhousie.
6. These criteria are a guideline only and may be over-ridden by other factors. For example, a visually impaired student faces extreme challenges that would limit their involvement in many activities, and thus their participation in extra-curricular activities would carry more weight than for a non-impaired student. The committee reserves the right to adjust the criteria in special situations and is not bound by this rubric.
**Tips for Nominators** (Those who write letters of nomination and support)

1. Be accurate and detailed when describing activities and contributions. To the best of your ability, describe the things that the candidate has done and explain how they benefit others. Dates, frequency of the contributions, and other details are useful and important to provide.
2. Point out any special factors that modify the candidate’s contributions. If the candidate faced challenges at some time, please make the selection committee aware of these and explain how they impacted the candidate.
3. Do not use hear say, gossip, rumours, or second-hand information. Only report factual contributions that you have witnessed or are 100% positive the candidate performed. Don’t guess about or inflate the candidate’s contributions.
4. Identify activities the candidate performed even if you are not sure that they are relevant. The awards are meant to recognise those students that provide strong role-models for the MACS community and thus, activities that display a balanced, healthy, and admirable lifestyle are of interest to the selection committee even if they are not explicitly mentioned in the selection criteria. For example, if a candidate did something personal that helped someone (e.g., brought food to a sick friend) let the selection committee know.
5. Do not worry about the quality of your letter. The selection committee is interested in what you have to say and not how you say it. Please don’t let your writing skills influence your decision to support and promote a candidate; any letter is a good letter!
6. Multiple letters for the same candidate are of value if they reveal different contributions and activities. Please submit a nomination letter even if you know someone else has done it as well.